

To: Day Camp Parents  
From: The Directors  
Re: Summer 2013

Welcome to Concord Recreation Department's Summer Day Camp. We look forward to having your child in our program. This handbook is designed to give you important information about our Day Camp. Please feel free to ask any questions you may have about our policies and procedures. We look forward to providing your family a wonderful camp experience.

## **Things You Can Do To Help Us**

- Read your Parent Handbook.
- Call when your child will be absent, 978-369-6460.
- Post our phone number at home and at work.
- Label all of your child's belongings.
- Keep us informed about any problems, changes in health or routine, or anything that might affect your child while in our care.
- Arrive on time -late arrivals may miss activities.
- Pick up on time -children worry when their parents are late.
- Check daily with your child or in their backpacks for any camp notices.

# CONCORD RECREATION DEPARTMENT

## DAY CAMP PARENT'S HANDBOOK

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## History

In 1980, the Concord Recreation Department began to offer a Day Camp. This replaced the traditional “Playgrounds” Program that was offered each summer for the children of Concord. The children were housed at the Emerson Playground with the “Hunt Gym” as their headquarters. They were bussed each day to Walden Pond for Red Cross swim lessons. In 1988 the Hunt Gym was renovated providing a wonderful new space for the Day Camp: a full size gym, locker rooms and showers, with indoor meeting space. In 1990 the Recreation Department built an outdoor teaching pool on Emerson Playground to support the Day Camp swim program. In 1994 the Day Camp expanded to offer a Junior Camp for children entering Kindergarten through third grade and Senior Camp for children entering fourth grade through seventh grade. The facilities include the beautiful Emerson Field, the Hunt Recreation Center and introduced in the Summer of 2006, swimming for Senior Camp at the Beede Swim and Fitness Center. During the 7 weeks of Day Camp Junior Camp accommodates approximately 400 children and Senior Camp, approximately 360.

The Concord Recreation Day Camp does not discriminate on the basis of race, sex, religion, cultural heritage, political beliefs, marital status, disability, national origin, or sexual orientation. Concord Recreation Day Camp complies with regulations of the Massachusetts Department of Public Health and is licensed by the Concord Board of Health.

## Goals

Concord Recreation Day Camp is a non-profit, non-denominational summer program offered to residents of Concord and surrounding communities. Our goal is to provide a safe, nurturing environment that encourages children to socialize and feel comfortable and confident in an active group setting. We recognize each child as a growing and developing individual. We provide a quality outdoor program that features Red Cross Swimming lessons, Tennis, Archery, Sports and Games, and Crafts.

## Philosophy

The Staff at Concord Recreation Day Camp offers a safe, nurturing environment where a child can experience physical, social, emotional, and cognitive growth while engaged in fun recreational activities. Children are encouraged to become involved in experiences to build self-esteem and confidence by facing challenges, coping with disappointment and, most important, enjoying success.

## Organizational Chart

Town Manager

Assistant Town Manager

Director of Recreation Department

Assistant Directors of Recreation Department

Day Camp Directors

Day Camp Counselors

The Concord Board of Health is the licensing authority

## Staff

The Day Camp is committed to recruiting and retaining the most qualified candidates for employment each summer season. The Camp Directors have been a constant with the Camp since its conception in 1980, with a few additions as camp continued to grow to its current size.

Our staff consists of certified teachers, college and high school students, and a licensed nurse. Prior to working in the camp and with your child, they completed our orientation/training sessions. Each Day Camp group is staffed with a minimum of a Head Counselor and Counselor. The younger day camp groups are staffed with a Head Counselor and two Counselors. We also have the Workreation, students going into 7<sup>th</sup> through 9<sup>th</sup> grades and

Community Service students who assist Counselors within the camp groups. All Head Counselors are certified in CPR, AED, and First Aid.

Special members of the Day Camp staff consist of the following

- A Nurse
- Certified Aquatics Director
- Certified Lifeguards and Swim Instructors
- Certified Professional Tennis Director
- Arts and Crafts Teacher
- Sports and Games Professional
- Certified Archery Specialist

The Day Camp Staff meets and exceeds the requirements set forth in the Camp Code—Rules and Regulations mandated by the State of Massachusetts and enforced by the Concord Board of Health. Day Camp employees have had their background checked with both the Criminal History and Sexual Offenders Boards in accordance with the regulations.

### Enrollment Procedures

Parents wishing to enroll their child in Concord Recreation Department's Summer Day Camp Program should follow the following procedure:

Registration begins in January for the summer season which begins the end of June after the Concord Public School Year has ended. If enrollment is desired, bring in person or mail a registration form with a deposit to:

Concord Recreation Department  
Hunt Recreation Center  
90 Stow Street  
Concord, MA 01742  
(978) 369-6460  
Or

You may register by phone with a Visa or MasterCard.

If you have any questions or would like to schedule a site visit please feel free to call the Day Camp Director Laura Lunig at (978) 369-6460. For more information visit our website at <http://summercamp.concordma.gov>.

Enrollment is on a first come-first served basis. A wait list is maintained when program capacity is reached (no fees are necessary for those on the wait list).

### Daily Schedule

Day Camp is in session from 9:00 a.m. to 4:00 p.m. Monday through Friday. The daily schedule includes Arts and Crafts, Tennis, Red Cross Swim Lessons, sports and games, and for the older groups, archery. It also includes snack time and lunch (brought from home –milk is provided with lunch) planned group activities-both active and quiet, and local walking field trips. Every session has an all camp field trip. Senior Camp has scheduled four field trips per session.

Senior Camp will spend a portion of each day at the Beede Swim & Fitness Center located across from Concord Carlisle High School. Parents will drop off and picked up their children as usual at the Hunt Recreation Center each day. Campers will walk to the Beede Swim and Fitness Center rain or shine. They should come prepared with rain gear or an umbrella if the weather seems threatening. Campers will not walk to Beede during a thunder and lightning storm.

The Senior Camp will have their swim lessons in the competition pool allowing them to progress to levels beyond what they could at the Emerson Pool. They will also have the opportunity to use the diving well, play some water polo or basketball, and as always have free swim. Senior Camp will also have archery up at the high school site.

**“Summer at Alcott”** has been developed specifically for the children who attend the Concord Public Schools summer program. Concord Recreation has worked with the school system to organize an afternoon program for these children that will include swim lessons, arts and crafts, sports and

games and many other activities. The Alcott School will be the “home base” for this program, but campers will walk with staff to the Emerson playground and pool for activities. “Summer at Alcott” is in session from 12 noon to 4:10p.m. Each afternoon will start with lunch (brought from home-milk provided) in the Alcott cafeteria.

### Tuition

The tuition for Junior Day Camp is \$395 per week. Tuition for Senior Camp is \$450 per week. Summer at Alcott is \$1062 for 4 weeks. A deposit of 50% is due upon registration. Payment plans are available. We are a self-supporting fee-base program. It is our policy to offer day camp scholarships for those in need. For scholarship information please call the Recreation Director at (978) 369-6460.

### Inclement Weather

Day Camp is offered rain or shine. In the case of rain, the camp will be housed in the Hunt Recreation Center, or in another local facility. Often field trips will be arranged. On rainy or partially rainy days, there will be outdoor activities whenever possible.

### Drop Off/Pick Up Policy

The Drop Off/Pick up Policy for Day Camp participants is as follows

#### **Drop Off**

- Drop Off time begins at 8:50 a.m. Camp begins at 9:00 a.m.
- You must drop off your child at the Hunt Recreation Center side of Hubbard Street.
- There is **no** drop off allowed on the Emerson side of Hubbard Street as it is unsafe.
- Staff will be outside of the Recreation Center to welcome and assist the children.

- If you desire to escort your child into the building, please park at the far end of Stow Street, near the basketball court or at Alcott School.

### **Pick up**

- Pick Up Time begins at 3:55 p.m.
- Children are to be picked up on the Hunt Recreation Center side lawn from **HUBBARD STREET**.
- Staff will be out on the side lawn to escort children to the car.
- For the safety of the children there is **NO** pickup allowed on the Emerson side of Hubbard Street.
- Children that have not been picked up by 4:05 p.m. will be escorted to Extended Day.
- Parents wishing to speak with their child's counselor or a Camp Director at pick up time will need to park on Stow Street so as not to interfere with pick up.

Pick up at the "Summer at Alcott" program will be at 4:10 at the flag pole at the Alcott School.

## Behavior Management

Day Camp staff guide behavior by creating a trusting environment that promotes appropriate behavior. Time and effort is placed on anticipating inappropriate behaviors and creating an environment that helps avoid them. Expectations are realistic and limits clearly explained and supported by the environment. Positive reinforcement is used to maintain appropriate behavior.

When behavior problems occur, attempts are made to redirect the child to more appropriate behavior. Time is allowed for children to learn alternative behaviors and guidance is given in expressing emotions such as anger. In extreme cases, the child may need to be separated from the group with a

counselor. This “time out” will be for a reasonable amount of time, appropriate to the child’s age. The child will be supervised at all times. All discipline is adjusted to the individual needs and development of the child and is viewed as a learning experience, not as punishment.

The Day Camp Directors are notified whenever a behavior becomes hard to manage and a parent will be notified of the child's behavior. The Day Camp Directors are available for support in dealing with difficult behavior and for coverage if a child's needs demand a great deal of counselor time.

### Termination and Suspension

A child may be terminated or suspended from the program for behavior dangerous to him/her or to others. A child may be terminated or suspended without warning due to the severity of the behavior. However, every effort will be made for each camper to have a successful and fun experience. In the case of termination or suspension from the program parents will be contacted immediately.

### Weapons Policy

Concord Recreation Department has a weapons policy. A camp participant that violates this policy may be subject to discipline, up to and including termination from Day Camp.

The policy is as follows: The Town of Concord/Recreation Department/Day Camp is committed to providing a safe environment for all its employees, volunteers and program participants. This policy is being implemented effective immediately, in furtherance of that commitment. This policy prohibits employees and/or volunteers and participants from carrying, possessing, or using firearms and other dangerous weapons.

## Definitions

1. For the purpose of this policy, a firearm shall mean any handgun, rifle, shotgun, smoothbore, or other similar device, including, BB and/or pellet handguns or rifles, whether loaded or unloaded, from which a shot, bullet, pellet, or other projectile can be discharged by any means.
2. The term “dangerous weapons” (as outlined in Massachusetts General Law) shall mean:
  - Any instrument or weapon commonly known as a dirk knife or a switch knife, or any knife having an automatic spring release device by which the blade is released from the handle, or a device or case which enables a knife with a locking blade to be drawn or being propelled by any mechanism
  - any jackknife, pocket knife or tool such as a Leatherman
  - a slingshots, slingshot, bean blower, sword cane, pistol cane, blackjack, bludgeon, nunchaku, zoo bow, “clackers” or “kung fu” sticks, or any similar weapon,
  - a shuriken, or any similar pointed object intended to injure a person when thrown,
  - or a manrikugsari, or similar length of chain having weighted ends,
  - or metallic knuckles or knuckles of any substance which could be put to the same use,
  - any electrical weapon,
  - or any other device not mentioned herein when its intended function or design is clearly that of a weapon.
3. “Possession” shall include possessing, carrying, storing or using firearms or other dangerous weapons, as herein defined, upon Town of Concord property.

## Toileting Procedures

All children will be accompanied to the bathroom by a Day Camp staff person. Children will be supervised in toileting and hand washing. Hands will be washed under running water, with liquid soap and dried with paper towels. If a child has a toileting accident, they will not be punished or humiliated. Each child is treated with kindness and respect and is given assistance in changing his/her soiled clothing. Soiled clothing is doubled bagged in plastic bags and sent home to be washed.

## Clothing

Our program philosophy supports active (and often messy) play. For this reason, we request that your child wear comfortable play clothes to camp. For safety reasons, rubber-soled shoes or sneakers are preferred and are necessary on days that your child has tennis.

Unless the weather is severe, your child will be outdoors for most of each day. Please dress your child appropriately for the weather and label all clothing with your child's name.

## Health and Illness

The Day Camp has a full time nurse on staff daily to dispense any medications, first aid or other medical needs that might arise during a normal camp day. Should your child not feel well during camp, every effort will be made to care for them at camp. However, should their illness be better cared for at home you will be asked to make arrangements for them to be picked up. We ask that you do not send your child to camp if they are not feeling well that morning.

The Concord Recreation Day Camp makes a strong effort to prevent the spread of illness by the following procedures:

- 1) a strict hand washing policy for children and adults

- 2) coughing and sneezing toward the floor or into one's arm  
(and teaching this to the children) -washing hands after  
coughing or sneezing
- 3) keeping the facility clean and disinfected

We realize, however, that illness is an unavoidable part of life, especially with young children in a group setting. When necessary, we may need to exclude a child from the program due to illness, when he/she presents a health risk to other children and staff. If a child is contagious, or not feeling well enough to participate in group activities, he/she must remain at home. When a child becomes ill at camp, we will do our best to reach you while keeping your child as comfortable as possible. This may mean separating him/her from the group. A rest area will be provided and the camp nurse or a staff person will remain with the child at all times. The child will be provided with quiet activities while waiting for his/her parents. We realize that it is difficult for working parents to leave work for a sick child, but we take your child's best interests into consideration when calling you. You may wish to develop a plan for caring for a sick child prior to needing it. The following are some common illness encountered in camp and our policies concerning attendance with them:

**Coughs/Colds:** Children with colds and coughs may attend camp as long as they feel well enough to follow daily routines (especially outdoor play). If a fever accompanies cold symptoms, the child must stay at home.

**Fever:** A child with a fever over 100° should remain at home until the fever has been absent for 24 hours.

**Strep:** A child with a sore throat and a fever together should have a throat culture. The child should remain at home until he/she receives a negative culture, or has been on antibiotics for 24 hours.

**Ear Infections:** A child may attend camp as long as he/she is not experiencing great discomfort or fever. A note must be provided as to whether or not swimming lessons are allowed.

**Rash:** Please notify your child's counselor if your child has an existing rash when he/she comes to camp. The nurse will call the parents if a rash appears suddenly, spreads quickly, or is accompanied by other symptoms.

**Vomiting:** A vomiting child must remain at home for 24 hours or until he/she can tolerate a normal diet.

**Diarrhea:** A child with diarrhea must remain at home until free of diarrhea for 24 hours.

**Chicken Pox:** A child must remain at home one week after the rash appears or until all of the blisters have crusted over and dried. A note from the doctor will be required regarding the status of swimming for your child.

**Impetigo:** A child must stay at home until he/she has been on medication for 24 hours.

**Conjunctivitis:** A child with conjunctivitis may return to the program the day after treatment has begun. If your health care provider chooses not to prescribe medication, you must bring a note from him/her stating that your child does not present a health threat to others. Note from the doctor will be required regarding the status of swimming for your child.

**Head Lice:** If your child has head lice they may not come to camp. The policy is that campers must be lice and nit free in order to be at camp. If lice or nits have been found in your child's head while at camp, as with any contagious disease, they will be isolated and sent home immediately. A child may return to the program after treatment and removal of nits. Upon

return, campers must first be inspected by the camp nurse. The nurse will determine if they can return to camp. All campers that are participating in the overnight camping trip will be checked for head lice by the nurse prior to the trip.

Should your child contract any of the listed illness or any other contagious illness, please contact the camp as soon as possible.

General First Aid will be administered during camp by the camp nurse. Minor cuts or abrasions will be washed, and a topical ointment and a Band-Aid will be applied.

### Emergency Procedures

All Directors and Head Counselors are certified in CPR/AED and First Aid. Emergency telephone numbers are posted at each phone. If a child is injured we follow this procedure:

- 1) If a child needs emergency medical attention, an ambulance will be called. A Director or Counselor will always accompany a child to the hospital. The child's file will be brought, as it contains pertinent medical information.
- 2) The child's parent will be contacted. If a parent cannot be reached, we will contact the person(s) listed on the emergency form.
- 3) If poisoning is suspected, Poison Control will be called 1-800-222-1222.

- 4) An accident report must be completed for **any injury**.
- 5) A copy of the accident report must be placed in the child's file.
- 6) A copy of the injury report must be given to the Day Camp Directors and the Camp Nurse before the end of the day.
- 7) All injuries must be logged in to the central injury log by the Camp Nurse.
- 8) When on a field trip, a first aid bag will be prepared containing bandages, antiseptic, gauze, ice packs, and a barrier bag. The camp cell phone will also be included with the first aid kit.

### Medication

If necessary to maintain the health of a child, we will administer medication if the following requirements are met:

Medication must be a prescription for the child with clear instructions for use or medication may be over-the-counter if accompanied by a doctor's/parent's note including child's name, dosage, date and instructions for administering.

A written consent form must be signed by the parent.

Topical medications may be administered with written consent of parents. This includes sunscreen, calamine lotion, etc.

All medication (including topical medications) should be in the original container, labeled with the child's name, the name of the medication

(include brand names) and instructions for administration and storage.

The on-site nurse will administer medication meeting these requirements following this procedure:

1. read instructions and dosage carefully
2. check medication log in child's file **prior** to giving medication
3. double check dosage and give medication to child
4. document medication and dosage in log

All medication will be stored in a locked, secure area. Leftover medication will be stored per instructions and returned to the parent.

### Required Records

All information in the students' file is strictly confidential. Written consent must be obtained from the parents to share this information with anyone. Each child's file will contain the following:

Registration form

Emergency/Medical form

Health Records, including proof of immunization

Permission Slips

Documentation of all parent contact (including phone calls, notes to or from the parent, emails and faxes)

Documentation of any injuries/medications

Medication Log

### Field Trips

Parents will be notified of field trips prior to the trip. On an all camp field trips, if you do not wish your child to participate in the trip, notify the counselor. If it is an all-camp field trip, we will not be able to accommodate your child that day. Parents will sign a permission slip for all field trips. Campers will be supervised at all times on all field trips.

### Transportation

Parents are responsible for transporting their children to and from Day Camp. Field trip transportation is provided by the Concord Transportation Department via school buses.

### Research and Experimentation

Concord Recreation Day Camp does not routinely participate in any research and experimentation projects. No child would be allowed to participate without written consent of the parent. Any research or observations would be with no risk of harm (physical or emotional) to the child. No child would be identified by name.

### Media

No child will have their picture or name appear in the media without written consent of the parent.

### Fundraising

The Recreation Department does not endorse any fundraising by outside organizations.

## Concord Recreation Day Camp Aide Policy

Children attending Concord Recreation Summer Programs with aides provided by the Concord Public Schools and/or privately by parents/guardians may only attend programs when said aide is present. The school system and/or parent/guardian must provide an appropriately trained substitute for the aide when he/she is not able to attend the program. Children must be kept home in absence of an aide and/or parent.

Aides hired to assist in Concord Recreation Summer Programs must participate in all camp activities. Most importantly, aides must be willing to swim with their campers when deemed necessary by the Aquatics Director. This allows staff to teach all children while maintaining safety precautions for those not able to fully attend to instruction.

## Reporting Suspected Abuse/Neglect

State law mandates that reports be filed of suspected abuse and/or neglect. If a staff person suspects that a child is a victim of neglect and/or abuse, the procedure is as follows:

Suspected abuse must be reported to the Day Camp Director immediately, with documentation.

1. The Day Camp Director will consult with the health consultant or other appropriate professionals.
2. A meeting with the parents will be arranged.
3. If necessary, the Day Camp Director will report the suspected case to the Department of Social Services pursuant to M. G. L. c199s 51A.
4. The Day Camp Director will then notify the parents of the filing of a 51A pertaining to his/her child.
5. If a staff member is suspected of abuse of a child in the program, that person will be suspended from duties directly involved with children until an investigation is complete.

### Visitation

Parents may visit their child's group at any time. If you choose to visit, please remember that the counselors must spend their time with the children and may not be available to talk with you. If you have any questions or concerns that need to be addressed you may schedule a meeting with the counselors at a mutually convenient time. A courtesy call letting us know that you will visit gives us the opportunity to prepare the children for visitors, but is not required.

### Conferences

There are no scheduled conferences for the Day Camp. If parents have any questions or concerns that need to be addressed you may schedule a meeting with the Directors and Counselors at a mutually convenient time.

### Parental Input

We welcome comments and suggestions from parents. The Directors will respond to all parent suggestions.

### Parent Communication

Concord Recreation Day Camp maintains contact with parents through direct contact, phone calls, email, faxes, notes, and memos.